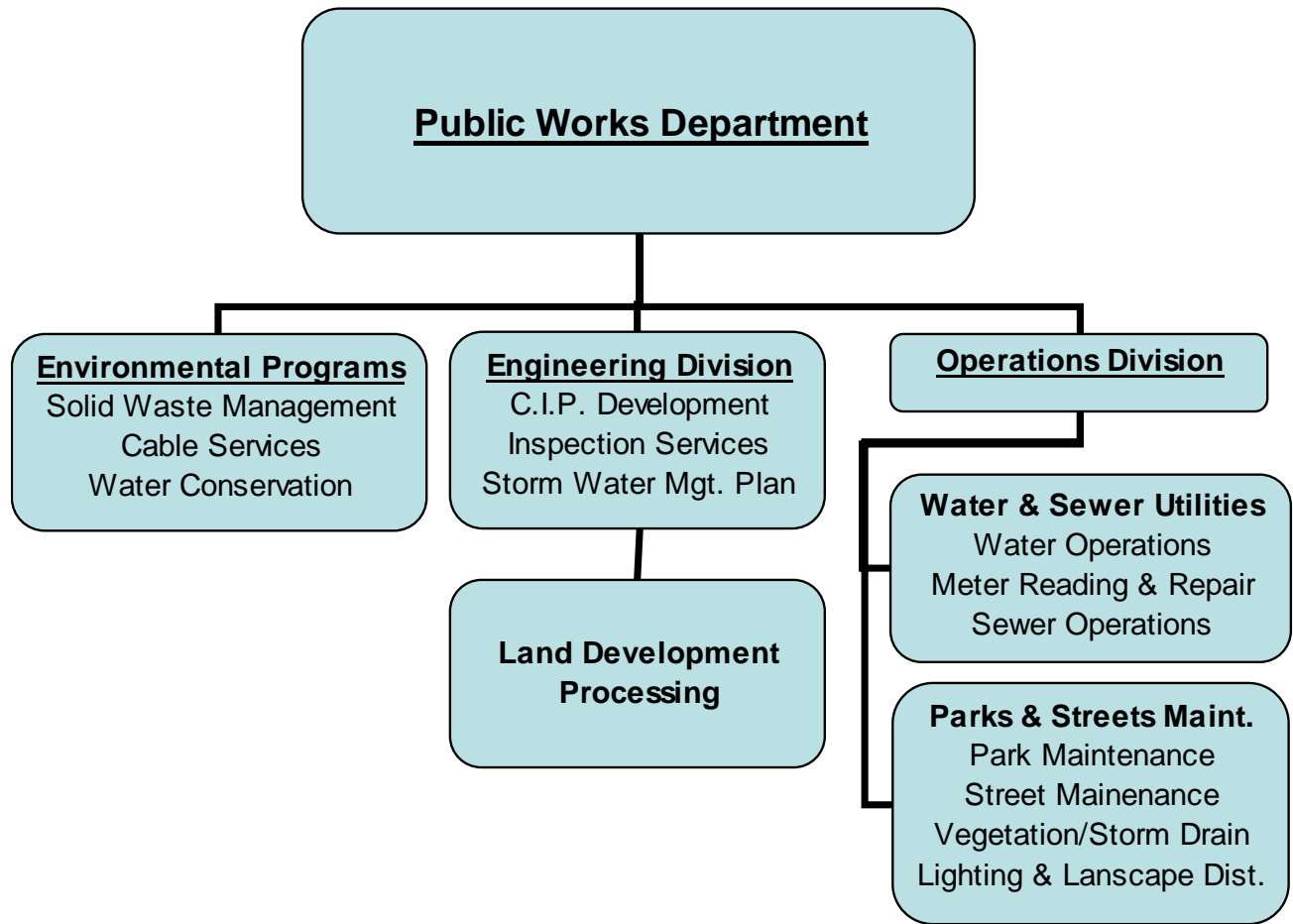


Public Works

Appropriations Summary

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
Salaries	4,960,017	5,434,759	5,949,432	5,822,488	6,282,614
Supplies & Services	10,155,517	8,840,360	9,412,823	9,255,417	9,452,503
Capital Outlay	6,166	338,596	595,039	584,789	522,200
Debt Services	1,008,627	2,102,011	2,091,230	2,223,625	2,099,351
Internal Service	1,287,653	1,649,525	1,794,992	1,799,610	1,763,632
Transfers Out	788,100	1,711,688	1,497,216	1,463,702	2,837,861
Project Expenditure	-	-	-	-	5,654,000
TOTAL BY CATEGORY	18,206,079	20,076,939	21,340,732	21,149,630	28,612,160

010-5140	CABLE TELEVISION	43,503	31,445	41,016	37,767	28,674
010-5440	PARK MAINTENANCE	685,847	651,996	751,627	728,950	742,935
202-6100	STREET MAINTENANCE	1,567,996	1,865,608	1,833,825	1,757,956	1,540,722
206-5410	ENGINEERING	933,610	1,121,789	1,144,310	1,082,588	1,218,539
229-8351	LIGHTING AND LANDSCAPE DISTRICT	139,421	144,421	151,931	136,525	144,823
232-5800	ENVIRONMENTAL PROGRAMS	374,509	411,955	630,655	597,262	621,500
3088050	STREETS CIP	-	-	-	-	5,654,000
640-5900	SEWER OPERATIONS	6,511,884	6,723,697	6,826,770	6,894,903	7,396,376
650-5710	WATER OPERATIONS	6,309,294	7,056,702	7,369,119	7,407,858	9,747,784
650-5720	METER READING/REPAIR	390,181	714,518	930,689	930,495	-
650-5760	WATER CONSERVATION	49,263	61,826	201,966	148,850	143,562
745-8280	CIP ADMINISTRATION	1,200,570	1,292,982	1,458,824	1,426,477	1,373,245
TOTAL BY PROGRAM		18,206,079	20,076,939	21,340,732	21,149,630	28,612,160



Park Maintenance [010-5440]

ACTIVITY DESCRIPTION

The Park Maintenance Division is responsible for the maintenance of approximately 57 acres consisting of City parks, the Civic Center, and other City facilities. The Division also manages Fox Hollow/Murphy Springs Lighting and Landscape Assessment District through contract services. The assessment district includes 20 sub areas of open landscaped areas and approximately six acres of developed "mini-park" space. This Division is also responsible for the maintenance of 334 acres of City owned open space at a cost of \$45,000 annually.

In the FY 2007/08 Fiscal Year the Parks Division will operate with no changes in personnel, continuing to stay within financial limits with a small crew. In the latter part of FY 2006/07 a Numeric Rating System was added to the Park Maintenance Standards. The purpose of this is to serve as an objective method to describe the level of maintenance and as a basis of dialog for how future changes in funding will impact the condition of our Parks System.

The FY 2007/08 Budget will include a new program entitled "Curb Appeal". Several projects have been identified to enhance the "Curb Appeal" of all our Parks (see activity goals). This program does not require funding above that currently allocated to Parks Operations.

Budget History:

<u>Fiscal Year</u>	<u>FTE</u>	<u>Maintained Acres</u>	<u>Total Cost/Acre</u>
1990-1991	6	52.5	*
1991-1992	2	52.5	*
1991-1993	2	52.5	*
1993-1994	2	52.5	\$4,102
1994-1995	2	52.5	\$4,613
1995-1996	2	52.5	\$4,853
1996-1997	4	52.5	\$5,479
1997-1998	4	52.5	\$8,143
1998-1999	4	52.5	\$9,301
1999-2000	4	52.5	\$10,046
2000-2001	7	54	\$13,520
2001-2002	7	54	\$12,005
2002-2003**	7	54	\$15,361
2003-2004	7	54	\$13,059
2004-2005	5	57	\$12,032
2005-2006	5	57	\$11,439
2006-2007	5	57	\$12,525

* Information not available

** Water charges began

FY 2006/07 HIGHLIGHTS

Completed Phase I improvements at Community Park, including construction of new tennis courts, restroom/concession building, upgraded group picnic area, new basketball court and landscaping

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- ## FY 2007/08 WORKPLAN

- ## FY 2007/08 ACTIVITY GOALS

- Complete proposed projects as funding is available:

- ## PERFORMANCE MEASURES

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Park Maintenance [010-5440]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	168,425	222,262	298,121	162,602	268,295
41320 SALARIES - OTHER PAYOUT	2,701	3,696	4,100	3,141	4,000
41490 OVERTIME - GENERAL	11,702	10,259	12,325	4,643	12,000
41560 UNEMPLOYMENT INSURANCE	800	1,659	1,308	628	-
41620 RETIREMENT - GENERAL	25,895	44,822	65,231	32,910	55,282
41690 DEFERRED COMPENSATION	1,415	1,301	606	1,112	1,055
41700 GROUP INSURANCE	22,843	37,067	52,673	24,352	38,458
41701 MEDICARE	1,659	2,459	4,561	1,464	4,127
41730 INCOME PROTECTION INS	2,018	3,094	4,088	2,172	3,580
41760 WORKERS COMP	15,585	14,689	21,340	12,462	11,006
41799 BENEFITS	313	313	288	300	332
41800 UNIFORM	2,167	2,691	3,335	2,905	3,335
41900 CONTRACT LABOR	124,199	43,652	-	145,048	-
Salaries Total	379,722	387,963	467,976	393,739	401,470
42208 ELECTRIC	13,135	12,232	12,480	14,478	21,000
42210 WATER/SEWER	66,673	75,039	67,000	75,000	80,000
42214 TELEPHONE	1,661	1,683	1,400	1,400	1,700
42228 GASOLINE & OIL	8,296	9,832	7,775	10,719	12,000
42231 CONTRACT SERVICES	142,191	91,900	111,402	150,000	147,050
42240 RENTALS - OUTSIDE	1,578	2,010	1,250	1,250	1,500
42244 STATIONERY & OFFICE SUPPLIES	269	206	250	250	250
42245 COMPUTER HARDWARE-NON CAPITAL	1,598	-	700	-	1,000
42248 OTHER SUPPLIES	43,425	28,291	32,800	30,300	36,524
42250 ADVERTISING	325	457	400	815	400
42254 POSTAGE & FREIGHT	169	31	140	140	200
42257 PRINTING	208	526	240	2,215	1,000
42261 AUTO MILEAGE	-	-	-	-	-
42281 SMALL TOOLS	1,910	1,670	1,500	1,218	1,500
42299 OTHER EXPENSE	-	-	-	820	-
42408 TRAINING & EDUCATION	1,064	720	1,475	1,000	7,000
42423 MEMBERSHIP & DUES	315	340	340	340	340
42435 SUBSCRIPTION & PUBLICATIONS	-	-	-	-	-
42523 MAINT - MACHINE/EQUIPMENT	6,944	6,366	6,650	7,417	7,000
42526 MAINT - AUTO/TRUCKS	6,313	2,501	7,635	7,635	6,000
42531 MAINT - FURNITURE/OFFICE EQUIP	40	-	-	-	-
Supplies Total	296,113	233,804	253,437	304,997	324,464
43825 MACHINERY/EQUIPMENT	-	-	4,000	4,000	-
43840 COMPUTER EQUIPMENT	141	-	-	-	-
Capital Total	141	-	4,000	4,000	-
44994 LEASE PAYMENTS	886	1,121	-	-	-
Debt Total	886	1,121	-	-	-
45003 GENERAL LIABILITY INSURANCE	3,384	8,301	6,793	6,793	7,313
45004 BUILDING MAINT - CURRENT SERVICES	5,601	5,242	10,923	10,923	9,343
45005 BUILDING MAINT - FUTURE REPLACEME	-	-	3,017	3,017	345
45006 FLEET REPLACEMENT	-	15,565	5,481	5,481	-
ISF Total	8,985	29,108	26,214	26,214	17,001
Park Maintenance Total	685,847	651,996	751,627	728,950	742,935

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Number of complaints received	Goal		9.0		11.0
	Projected or Actual	6.0	11.0	11.0	
Number of complaint processes completed	Goal		9.0		11.0
	Projected or Actual	6.0	11.0	11.0	
Average number of days taken to completely process each cable complaint	Goal		9.7		2.0
	Projected or Actual	22.8	4.1	1.3	

Cable Services [010-5140]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	8,017	7,620	8,785	8,282	8,069
41270 SALARIES - PART-TIME	1,439	951	-		
41271 SALARIES - PART-TIME TEMP	-	-	2,000	2,000	2,000
41320 SALARIES - OTHER PAYOUT	178	306	500	500	500
41490 OVERTIME - GENERAL	5	-	-		
41560 UNEMPLOYMENT INSURANCE	23	39	30	28	-
41620 RETIREMENT - GENERAL	1,057	1,281	1,476	1,243	1,201
41690 DEFERRED COMPENSATION	318	321	319	322	333
41700 GROUP INSURANCE	876	600	624	543	500
41701 MEDICARE	135	125	164	118	154
41730 INCOME PROTECTION INS	133	127	111	118	97
41760 WORKERS COMP	400	265	556	347	178
41799 BENEFITS	-	31	-	31	30
Salaries Total	12,580	11,665	14,565	13,532	13,062
42214 TELEPHONE	64	70	80	80	80
42228 GASOLINE & OIL	23	-	-		
42231 CONTRACT SERVICES	30,770	19,584	25,716	23,700	15,000
42248 OTHER SUPPLIES	-	-	100	100	100
42252 PHOTOCOPYING	8	3	10	10	10
42254 POSTAGE & FREIGHT	1	-	10	10	10
42415 CONFERENCE & MEETINGS	-	79	500	300	300
Supplies Total	30,866	19,736	26,416	24,200	15,500
45003 GENERAL LIABILITY INSURANCE	57	44	35	35	112
ISF Total	57	44	35	35	112
Cable Television Total	43,503	31,445	41,016	37,767	28,674

Street/Roadside Vegetation, Storm Drain, Pavement Repair Maintenance [202-6100]

ACTIVITY DESCRIPTION

The primary purpose of the Street Maintenance Division is to maintain safe streets, sidewalks, storm drain infrastructure, and to remove unsightly and hazardous weeds, litter, debris, and illegal signs within the public right of way. The budget also funds the energy costs for approximately 4000 street lights and 43 traffic signals.

In FY 2006/07 a strategy was implemented to reduce the Streets budget to an amount each year that does not exceed the new Gas Tax revenue and a few interdepartmental transfers for the same year. In recent years Street Fund carry-over was used to supplement the new Gas Tax revenues by approximately \$200,000 each year. However, in FY 2007/08 Street Fund carry-over will no longer be available and as a consequence the Street Operations budget has been reduced overall by approximately ten percent. Funding appropriated for Contract Services in FY 2006/07 budget was \$607,031 however, for FY 2007/08 it was necessary to reduce this amount to \$239,800, a reduction of 60%.

In order to meet this year's challenging budget target, service levels will be reduced in the following areas:

<u>Contract Services:</u>	<u>FY 07/08</u>	<u>FY 06/07</u>	<u>Reduction</u>
Street striping, legend painting	\$25,000	\$50,000	50%
Asphalt patching, pothole repair	\$15,000	\$65,000	77%
Sidewalk replacement	\$0	\$60,000	100%
Median landscape maintenance	\$15,000	\$33,000	55%
Tree pruning	\$6,000	\$70,000	91%
Misc. services including sidewalk grinding, guard rail repair, channel cleanout, tree planting, etc.	\$2,800	\$100,000	97%

As a result of the above reductions in service we anticipate that there will be a noticeable decline in some locations in the condition of city road striping, asphalt pavement, sidewalks, median landscaping and street tree canopy. Reduced landscape maintenance of arterial medians will be apparent immediately since, in addition to the funding reduction, the amount of median landscaping has been increased. Significant declines over time in the condition of road, sidewalk and streetscape assets should be anticipated if Street Operations continue to be funded at the present level.

FY 2006/07 HIGHLIGHTS

- Implemented an annual street striping and legend re-painting program
- Eliminated planting of trees known to damage pavement using list of alternative trees. Used linear root barriers instead of circular type providing trees more space for root establishment and revised city standard planting detail accordingly
- Replaced spray irrigation heads in 20% of the flower boxes downtown with a drip system saving water and eliminating water damage to tree root crowns
- Planted native oaks in arterial medians as part of the California Division of Forestry "Green Trees for the Golden State" grant.

Street/Roadside Vegetation, Storm Drain, Pavement Repair Maintenance [202-6100]

FY 2007/08 WORK PLAN

- Participate in Training Phase II of Emergency Preparedness per State Emergency Management System (SEMS)

FY 2007/08 ACTIVITY GOALS

- Complete first year of maintenance of newly planted oak trees as part of "Green Trees for the Golden State" grant.

FINANCIAL COMMENTS

The FY 2007/08 budget represents a 60% reduction in Contract Services from last year's budget. It also includes a \$100,000 transfer from the General Fund to support street lighting.

PERFORMANCE MEASURES

Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Average Customer Work Order Response Time (in hours): Non-emergency	Goal		24.0		20.0
	Projected or Actual	23.0	21.0	20.0	
Average Customer Work Order Response Time (in hours): Emergency	Goal		0.3		0.2
	Projected or Actual	1.5	1.5	0.2	
Repair Maintenance Related Permanent Asphalt (in tons)	Goal		30.0		30.0
	Projected or Actual	43.5	26.8	32.0	
Vegetation Abatement Program	Goal		100.0%		100.0%
	Projected or Actual	75.0%	100.0%	100.0%	
Storm Drain System Facilities	Goal		100.0%		90.0%
	Projected or Actual	100.0%	100.0%	94.0%	
Pavement Condition - Citywide streets system (PCI)	Goal		76.0		74.0
	Projected or Actual	N/A	76.0	76.0	

* The Pavement Condition Index (PCI) rating can only be improved as available funding meets all or most of the needs identified for a specific year in the Pavement Maintenance Program (PMP). In FY 2007-08 \$750,000 in RDA Funding will help address resurfacing needs, however, the PMP has identified \$3.4 million in resurfacing needs for FY 2007-08. The PCI will decline as pavement resurfacing needs is only partially met.

Street Maintenance [202-6100]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	302,300	373,111	399,876	378,414	460,944
41271 SALARIES - PART-TIME TEMP	-	690	-		
41320 SALARIES - OTHER PAYOUT	2,892	3,237	4,500	9,500	4,500
41490 OVERTIME - GENERAL	26,807	15,675	20,000	16,000	16,000
41560 UNEMPLOYMENT INSURANCE	1,003	2,068	1,615	1,548	-
41620 RETIREMENT - GENERAL	46,034	73,856	86,041	76,200	94,053
41690 DEFERRED COMPENSATION	3,068	2,715	1,683	2,584	2,677
41700 GROUP INSURANCE	45,712	62,180	65,934	70,061	81,079
41701 MEDICARE	3,855	4,700	6,153	4,734	6,993
41730 INCOME PROTECTION INS	3,930	5,098	5,323	5,134	6,098
41760 WORKERS COMP	27,144	22,678	26,376	27,125	17,589
41799 BENEFITS	784	807	804	537	853
41800 UNIFORM	6,029	7,204	5,100	5,800	5,100
41900 CONTRACT LABOR	51,245	14,427	-		
Salaries Total	520,802	588,447	623,405	597,637	695,886
42205 TAXES	-	-	-		
42208 ELECTRIC	271,877	305,155	200,680	280,000	275,000
42214 TELEPHONE	2,031	2,237	2,000	1,500	2,000
42228 GASOLINE & OIL	10,372	10,021	9,000	7,800	11,000
42231 CONTRACT SERVICES	420,641	528,353	607,031	495,000	239,800
42236 BANK CARD SERVICE FEES	27	850	-	-	
42240 RENTALS - OUTSIDE	4,589	79	3,000	-	500
42244 STATIONERY & OFFICE SUPPLIES	904	724	500	500	200
42245 COMPUTER HARDWARE-NON CAPITAL	1,600	338	2,000	1,400	1,000
42246 COMPUTER SOFTWARE-NON CAPITAL	1,053	883	1,000	3,000	1,000
42248 OTHER SUPPLIES	64,352	51,288	42,680	33,500	26,000
42250 ADVERTISING	2,872	2,007	2,500	800	500
42254 POSTAGE & FREIGHT	144	94	150	200	150
42257 PRINTING	633	760	500	1,900	1,500
42281 SMALL TOOLS	690	2,859	500	1,000	500
42299 OTHER EXPENSE	799	1,503	1,000	1,400	1,000
42408 TRAINING & EDUCATION	4,823	7,781	5,000	9,000	4,000
42423 MEMBERSHIP & DUES	618	300	300	160	200
42435 SUBSCRIPTION & PUBLICATIONS	121	94	150	230	150
42510 MAINT - BLDGS/IMPROVEMENTS	-	-	-	-	
42523 MAINT - MACHINE/EQUIPMENT	36,038	25,141	25,000	13,000	16,000
42526 MAINT - AUTO/TRUCKS	17,824	27,364	17,500	26,000	18,000
42531 MAINT - FURNITURE/OFFICE EQUIP	40	-	-		
42550 FLEET REPLACEMENT CHARGES	43,160	-	-	-	
Supplies Total	885,211	967,828	920,491	876,390	598,500

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		04/05	05/06	06/07	06/07	07/08
		Actuals	Actuals	Current Budget	Estimated Year-End	Proposed Budget
82999	REIMBURSEMENT AGREEMENT					-
86200	PROFESSIONAL SERVICES					-
86340	SITE & BUILDING IMPROV					-
86360	CONSTRUCTION					5,654,000
86530	CIP ADMINISTRATION					-
	Project Total					5,654,000
	Streets CIP Total					5,654,000

[illegible]

This Division checks, approves, and keeps for the public record all improvement plans prepared by consultants. It reviews all private land development activities for conformance with City Standards, and checks and approves all maps in compliance with the Subdivision Map Act. In addition, the Division is responsible for implementing and maintaining a Storm Water Management Plan per the National Pollution Discharge Elimination System (NPDES) Phase II Program.

- Commercial and industrial development activity was brisk in FY 06/07 as several large projects and many tenant improvement projects came through the office for review. The highlights of the commercial and industrial activity included the beginning of extensive off-site improvements tied to the new shopping center at Cochrane Road and Highway 101 (with tenants such as Target, Circuit City, and PetCo), the construction of the Madrone Village commercial center (South Valley National Bank, Kinko's, Peet's Coffee) and the opening of DD's discount clothing. Staff continues to spend a significant amount of time assisting the developer of the above mentioned commercial development at Cochrane and Highway 101
- Residential development remains strong and active, requiring substantial staff time processing development documentation, plan checking, and inspecting construction activity. Highlights of residential development include Madrone Plaza, Villas San Marcos Ph. II, Jasper Park, and Alicante Ph. III.
- Staff implemented the City Council decision to reduce traffic impact fees citywide and sewer impact fees in the RDA project area.
- Contract plan checking and inspection were utilized extensively to meet Department engineering and inspection obligations
- Flood plain inquiries at various locations were received. Staff took appropriate actions to implement the Community Rating System for Morgan Hill which keeps the City in good standing with the National Flood Insurance Program and lowers flood insurance rates for residents
- Staff successfully submitted the Year 1 Storm Water Management Plan to the Regional Water Quality Control agency as required by the EPA NPDES Phase II program. In addition, the requirements for Year 2 were worked on. This primarily consisted of training and the development of an ordinance to help eliminate storm water pollution run-off

- Submit Year 2 progress report for City Storm Water Management Plan to Central Coast Regional Water Quality Control Board

Engineering [206-5410]

FY 2007/08 ACTIVITY GOALS

- Fee estimate sheets to be calculated within one week from date of request
- Track plan check turn-around times to meet established goals of 6 week initial check and 2 week follow-up checks
- Assist the Building Assistance and Housing Services Department with potential economic development projects
- Implement the Storm Water Management Plan to comply with the City's NPDES Phase II permit
- Monitor traffic issues and react appropriately to help ensure a timely and safe response by the City

FINANCIAL COMMENTS

While residential, commercial and industrial development activity in FY 2007/08 is expected to remain at a level similar to this past fiscal year, revenues from fees, particularly Engineering and Inspection fees, will be down due to the fact that those fees are normally paid during the first phase of projects. In FY 2007/08 the City will see later phases under development. Residential development activity is expected to remain strong within the parameters of Measure C.

PERFORMANCE MEASURES

Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Number of final Maps recorded	Goal		14		13
	Projected or Actual	13	12	14	
Number of Plan checks received	Goal		180		
	Projected or Actual	167	175	180	
Plan checks returned on time	Goal		165		
	Projected or Actual	159	161	166	
Percent Plan Check Returned on time	Goal				100.0%
	Projected or Actual		92.0%	92.2%	
Number of building permit applications received	Goal		150		150
	Projected or Actual	145	153	140	
Hours spent inspecting public improvements constructed by private developers	Goal		4,209		4,900
	Projected or Actual	2,830	4,287	4,950	

Engineering [206-5410]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	285,197	374,269	411,296	408,822	502,855
41271 SALARIES - PART-TIME TEMP	-	2,288	1,100	5,600	5,800
41320 SALARIES - OTHER PAYOUT	5,489	4,092	6,500	6,500	6,900
41490 OVERTIME - GENERAL	5,549	4,355	8,100	8,800	9,700
41560 UNEMPLOYMENT INSURANCE	684	1,504	1,179	1,445	-
41620 RETIREMENT - GENERAL	37,434	64,999	79,325	72,851	92,630
41690 DEFERRED COMPENSATION	5,360	6,960	6,701	7,767	8,495
41700 GROUP INSURANCE	23,844	41,144	45,900	49,189	60,355
41701 MEDICARE	3,880	5,102	6,191	5,697	7,639
41730 INCOME PROTECTION INS	3,475	4,983	5,015	5,312	5,974
41760 WORKERS COMP	17,060	15,220	18,130	22,120	13,605
41799 BENEFITS	954	1,232	1,020	1,352	1,583
41800 UNIFORM	322	897	900	920	980
41900 CONTRACT LABOR	18,735	1,628	15,000	8,200	8,500
Salaries Total	407,980	528,674	606,357	604,575	725,016
42214 TELEPHONE	4,688	5,990	5,400	5,400	5,650
42228 GASOLINE & OIL	2,470	1,245	1,600	1,800	2,100
42231 CONTRACT SERVICES	218,817	292,936	369,838	305,000	305,000
42236 BANK CARD SERVICE FEES	2,376	891	1,500	400	400
42240 RENTALS - OUTSIDE	-	-	100	100	100
42244 STATIONERY & OFFICE SUPPLIES	873	1,234	1,950	2,050	2,100
42245 COMPUTER HARDWARE-NON CAPITAL	1,600	757	3,900	3,900	3,900
42246 COMPUTER SOFTWARE-NON CAPITAL	2,094	883	3,300	3,300	3,300
42248 OTHER SUPPLIES	9,061	5,618	6,400	6,300	6,300
42250 ADVERTISING	594	2,431	850	700	880
42252 PHOTOCOPYING	9	-	150	150	150
42254 POSTAGE & FREIGHT	2,320	144	1,900	1,700	1,800
42257 PRINTING	4,136	1,990	1,800	2,400	2,250
42261 AUTO MILEAGE	246	247	650	640	750
42299 OTHER EXPENSE	135	586	1,050	5,200	4,900
42408 TRAINING & EDUCATION	3,503	5,086	4,450	4,500	4,750
42415 CONFERENCE & MEETINGS	1,033	862	850	840	980
42423 MEMBERSHIP & DUES	-	291	350	830	890
42435 SUBSCRIPTION & PUBLICATIONS	18	374	550	1,020	1,010
42510 MAINT - BLDGS/IMPROVEMENTS	119	166	200	200	200
42523 MAINT - MACHINE/EQUIPMENT	64	230	300	300	350
42526 MAINT - AUTO/TRUCKS	2,012	550	1,700	1,700	1,850
42531 MAINT - FURNITURE/OFFICE EQUIP	-	-	600	550	500
Supplies Total	256,168	322,512	409,388	348,980	350,110

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Lighting & Landscape District

[229-8351]

ACTIVITY DESCRIPTION

Lighting and Landscape Assessment District Funds are derived from special property assessments to support City maintenance services in certain park and landscape areas within residential developments. Proper maintenance of the properties benefits the owners. Assessment charges are collected by the County on property tax rolls and remitted to the City. There are currently 20 sub-areas in the Fox Hollow/Murphy Springs Lighting and Landscape Assessment District. Each lot within a specific sub-area is assessed the same amount.

The City manages the expenses of each of the sub areas to maintain a positive fund balance and avoid the need for assessment rate increases. Nevertheless, in more recent years in the majority of the twenty sub areas maintenance costs have risen above the maximum assessment that can be levied. Accordingly, maintenance services have been reduced to a level which can be paid for without depleting the available fund balances for each sub area.

Maintenance Services in four of the twenty have been reduced to twice-annual weed abatement only. This reduction of services is necessary due to the existence of a significant negative fund balance; the costs for maintenance services are greater than the revenues assessed; and property owners have not approved an increase in the maximum assessment rate. All other sub-areas continue maintenance services at a level commensurate with revenue collected such that a positive fund balance can be established and or maintained.

FY 2006/07 HIGHLIGHTS

- Manage all costs to maintain a modest positive fund balance and/or continue reduction of existing deficit balances in all sub-areas

FY 2007/08 ACTIVITY GOALS

- Make improvements in each sub area where positive fund balances exist

FINANCIAL COMMENTS

Maintenance services are provided through contract services and are paid by annual assessments from the property owners benefiting from the improvements.

Lighting & Landscape District

[229-8351]

		04/05	05/06	06/07	06/07	07/08
		Actuals	Actuals	Current Budget	Estimated Year-End	Proposed Budget
41100	SALARIES - GENERAL	14,963	13,887	13,212	13,502	15,883
41320	SALARIES - OTHER PAYOUT	387	162	-		
41490	OVERTIME - GENERAL	17	-	-		
41560	UNEMPLOYMENT INSURANCE	29	60	40	41	-
41620	RETIREMENT - GENERAL	1,939	2,620	2,652	2,529	3,046
41690	DEFERRED COMPENSATION	331	171	153	188	194
41700	GROUP INSURANCE	1,685	1,677	1,418	1,484	1,588
41701	MEDICARE	174	154	192	146	231
41730	INCOME PROTECTION INS	187	183	159	172	186
41760	WORKERS COMP	976	684	652	751	491
41799	BENEFITS	119	60	72	74	77
	Salaries Total	20,807	19,658	18,550	18,887	21,696
42208	ELECTRIC	3,406	3,491	3,875	3,665	3,775
42210	WATER/SEWER	26,047	31,329	31,530	27,465	28,873
42231	CONTRACT SERVICES	75,229	75,246	81,121	69,602	72,774
42248	OTHER SUPPLIES	1,004	-	-		
42250	ADVERTISING	112	126	245	101	100
42254	POSTAGE & FREIGHT	-	345	-	195	200
42299	OTHER EXPENSE	-	1,249	-		
	Supplies Total	105,799	111,786	116,771	101,028	105,722
45003	GENERAL LIABILITY INSURANCE	120	299	207	207	296
45010	GF ADMIN	12,696	12,678	16,403	16,403	17,109
	ISF Total	12,816	12,977	16,610	16,610	17,405
	Lighting And Landscape District Total	139,421	144,421	151,931	136,525	144,823

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The proposed FY 07/08 budget includes a new Assistant Planner position that will support and implement new environmental programs beginning October 2007. This position will be responsible for the implementation of the green building and construction assistance program, a community carbon watch program, and will direct environmental assistance to local businesses and environmental youth camps.

- Worked with the Morgan Hill Unified School District to expand environmental education in the schools
- Continued to promote a variety of recycling programs for businesses and residents to reach the 50% diversion rate
- Held City Beautification Day; Second Chance Week; Halloween Costume Collection; and flower bulb distribution
- Issued Request for Proposal (RFP) for lighting retrofit

- Implement City Council's Environmental Agenda to the extent that staffing and financial resources are available

- Distribute a calendar to the community promoting environmental program participation
- Comprehensively inform the public about the City's recycling program
- Continue to aggressively promote waste reduction programs in order to exceed State diversion mandates
- Promote stormwater pollution prevention, water conservation, and recycling in the schools
- Provide one-on-one technical assistance to new and existing businesses
- Administer the solid waste franchise to ensure that excellent customer services is provided
- Assist with implementation of energy efficiency and production measures for City facilities

Division activities are funded by a 5.5% franchise fee on solid waste management services. Funding for Environmental Programs has been increased to accommodate stormwater education and an investment in more efficient lighting at City facilities.

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Amount spent communicating recycling information (excluding employee services)	Goal		\$ 75,210		\$ 85,000
	Projected or Actual	\$ 50,975	\$ 79,818	\$ 70,255	
Tons of recycling collected	Goal		10,439		11,300
	Projected or Actual	10,376	10,955	11,031	
Number of environmental promotions distributed	Goal		14		14
	Projected or Actual	12	13	11	
Percent of customers ranking services "good" or "excellent" (biennial measure)	Goal		93.0%		93.0%
	Projected or Actual	N/A	93.0%	N/A	
Percent of customers reporting they have enough information to properly participate in the recycling program	Goal		73.0%		80.0%
	Projected or Actual	N/A	73.0%	N/A	
Percent of customers participating in the recycling program	Goal		63.0%		60.0%
	Projected or Actual	60.0%	61.0%	59.0%	
Solid waste diversion rate	Goal		54.0%		65.0%
	Projected or Actual	50.0%	54.0%	64.0%	
Amount spent communicating recycling information per ton of recycling collected	Goal		\$ 7.20		\$ 7.52
	Projected or Actual	\$ 4.91	\$ 7.29	\$ 6.37	

Environmental Programs [232-5800]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	60,356	72,691	87,069	87,710	142,787
41270 SALARIES - PART-TIME	19,696	13,000	-		
41271 SALARIES - PART-TIME TEMP	-	62	2,000	1,000	1,000
41320 SALARIES - OTHER PAYOUT	1,805	3,057	4,700	4,700	6,000
41490 OVERTIME - GENERAL	5	-	2,000	1,000	1,000
41560 UNEMPLOYMENT INSURANCE	196	419	328	325	-
41620 RETIREMENT - GENERAL	8,321	12,807	14,585	13,448	24,166
41690 DEFERRED COMPENSATION	3,041	3,173	3,192	3,214	3,946
41700 GROUP INSURANCE	5,791	5,437	5,807	5,669	13,478
41701 MEDICARE	1,138	1,252	1,389	1,251	2,195
41730 INCOME PROTECTION INS	1,144	1,289	1,133	1,273	1,871
41760 WORKERS COMP	3,428	2,647	3,484	3,675	3,627
41799 BENEFITS	-	313	-	313	617
Salaries Total	104,922	116,146	125,687	123,578	200,687
42214 TELEPHONE	1,055	677	1,150	1,200	1,200
42228 GASOLINE & OIL	185	-	100	30	30
42231 CONTRACT SERVICES	42,537	80,327	206,858	200,000	145,500
42236 BANK CARD SERVICE FEES	-	131	80	80	80
42244 STATIONERY & OFFICE SUPPLIES	159	255	50	50	50
42245 COMPUTER HARDWARE-NON CAPITAL	-	1,596	2,300	2,300	200
42248 OTHER SUPPLIES	1,056	2,172	4,500	1,000	1,000
42250 ADVERTISING	460	2,788	6,400	4,000	4,000
42252 PHOTOCOPYING	2,025	819	2,000	2,000	2,000
42254 POSTAGE & FREIGHT	2,640	17,149	16,000	6,000	6,000
42257 PRINTING	8,775	25,561	27,542	25,000	40,000
42261 AUTO MILEAGE			-		
42299 OTHER EXPENSE	37,164	40,505	52,580	50,000	30,000
42408 TRAINING & EDUCATION	-	20	5,000	200	1,200
42415 CONFERENCE & MEETINGS	1,128	1,419	1,500	2,000	2,000
42423 MEMBERSHIP & DUES	3,065	1,250	300	1,265	1,265
42435 SUBSCRIPTION & PUBLICATIONS	20	-	50	-	50
Supplies Total	100,269	174,668	326,409	295,125	234,575
43840 COMPUTER EQUIPMENT	-	-	-	-	-
Capital Total	-	-	-	-	-
45003 GENERAL LIABILITY INSURANCE	420	433	349	349	359
45004 BUILDING MAINT - CURRENT SERVICES	1,879	1,758	1,496	1,496	1,891
45005 BUILDING MAINT - FUTURE REPLACEME	-	-	306	306	174
45009 INFO SYSTEM SERVICES	3,393	3,446	2,497	2,497	3,875
45010 GF ADMIN	15,525	15,504	23,911	23,911	24,939
ISF Total	21,218	21,141	28,559	28,559	31,238
49201 TRANSFER OUT-202 (STREET MAINTEN/	100,000	100,000	150,000	150,000	155,000
49210 TRANSFER OUT-010 (GENERAL FUND)	48,100	-	-		
Transfer Total	148,100	100,000	150,000	150,000	155,000
Environmental Programs Total	374,509	411,955	630,655	597,262	621,500

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Wastewater Operations [640-5900]

- Improved flows along Hill Road and Barrett Avenue by installing drop lateral manhole on Fountain Oaks and Hill Road

FY 2007/08 WORKPLAN

- Participate in Training Phase II of Emergency Preparedness per State Emergency Management System (SEMS)
- Comply with new Waste Discharge Permit Requirements
- Participate in Asset Management Program Development
- Complete Phase I Point Repairs

FY 2007/08 ACTIVITY GOALS

- Initiate an Asset Management Program to assist staff in planning and executing an efficient programmed approach to wastewater collection system maintenance
- Inventory and number all of the City's sewer manholes, pipe segments, and appurtenant wastewater apparatus into a GIS system. Data will be used to analyze the system's performance to proactively identify and target problem areas.
- Prioritize sewer line deficiencies and complete 30 point repairs with City Staff and 10 point repairs through contract services. City Staff repairs sewer lines that are less than 5 feet deep and less than 5 feet in length. Contractors with appropriate equipment and training will bid to repair sewer pipelines deeper than 5 feet or greater than 5 feet in length.

FINANCIAL COMMENTS

The FY 2007/08 budget for the Wastewater Division is 10% higher than FY 2006/07.

PERFORMANCE MEASURES

Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Average Customer Work Order Response Time (in hours): Non-emergency	Goal		0.75		2.00
	Projected or Actual	16.00	3.70	1.50	
Average Customer Work Order Response Time (in minutes): Emergency	Goal		13.00		15.00
	Projected or Actual	8.00	13.00	29.00	
Sewer Main Restrictions Cleared	Goal		36		30
	Projected or Actual	52	33	28	
Linear feet Sewer Main flushed	Goal		677,175		615,000
	Projected or Actual	494,277	643,171	607,175	
Storm Drain System Facilities	Goal				0
	Projected or Actual		1	2	
Sewer Main Repairs	Goal				40
	Projected or Actual				
Linea Feet of sewer main videoed	Goal				20,000
	Projected or Actual				

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Water Operations [650-5710]

ACTIVITY DESCRIPTION

The City of Morgan Hill supplies water to approximately 11,700 residential, commercial, and industrial establishments ensuring that the water quality meets or exceeds health and environmental standards.

The community's water supply needs are met by 15 groundwater wells located in and adjacent to the City. This Division maintains and repairs all wells, pumping stations, reservoirs, and pipelines. In addition, Division's technical staff performs design and long range planning activities, and assures that water quality standards are met in compliance with the State Department of Health Services (DHS) regulations.

The 2007/08 budget represents two significant changes being made to increase the efficiency of Water Operations and minimize cost increases due to growth of our system. The first is combining the Water and Water Meter Divisions into one Division. The second is increasing supervision to provide a more appropriate span of control. Making these two changes will accomplish the following:

- Capitalize on the Technological Advances - we are currently in the 5th year of a 10 year radio-read water meter conversion program. When completed all water meters throughout the City will be read remotely saving numerous labor hours. This savings allows for expansion of the system through growth without requiring additional FTE's, and taking on tasks related to water system maintenance that could not be addressed before because of limited labor resources.
- Improved Maintenance Programming – A second Utility Supervisor position is included in the FY 2007/08 Budget to oversee a separate Maintenance function while the Operations function will continue to be supervised by the present Utility Supervisor. Adding a Utility Supervisor will create a more manageable span of supervisory control and formalize the maintenance function and maintenance programs for all water facilities.

FY 2006/07 HIGHLIGHTS

- Reduced operating cost of perchlorate contamination by changing filter vessel media to a more efficient resin that satisfies DHS operating permit
- Improved operation of Supervisory Control and Data Acquisition System by identifying and implementing additional upgrades that improved facility monitoring and reduce staff hours for site visits; overtime response; and improved energy efficiency by automating a time of use scheduled.
- Identified sites for drilling new production wells
- Identified and installed 20 isolation valves to reduce customer outages when water main breaks occur
- Implemented residential Pressure Reducing Valve (PRV) program
- Provided Training Phase I of Emergency Preparedness per State Emergency Management System (SEMS). Phase II will begin after the Emergency Operations Center (EOC) Director's position is filled.
- Operated perchlorate ion exchange treatment systems at the Nordstrom and Tennant Wells

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Average Customer Work Order Response Time (in hours): Non-emergency	Goal		30.00		24.00
	Projected or Actual	23.00	24.00	24.00	
Average Customer Work Order Response Time (<u>in minutes</u>): Emergency	Goal		24.00		20.00
	Projected or Actual	12.00	18.00	21.00	
Cost of water produced (includes perchlorate) - per acre foot	Goal		\$ 911.00		\$ 885.00
	Projected or Actual	\$ 840.00	\$ 885.00	\$ 891.00	
Cost to treat perchlorate per acre foot	Goal		\$ 307.00		\$ 245.00
	Projected or Actual	\$ 317.00	\$ 350.00	\$ 365.00	
Fire Hydrant maintenance performed	Goal		23		30
	Projected or Actual	30	15	30	
Water meter (1 1/2" or greater) tested	Goal		200		300
	Projected or Actual	165	118	310	
Annual cost to read a meter	Goal		\$ 0.59		\$ 0.55
	Projected or Actual	\$ 0.59	\$ 0.60	\$ 0.55	

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Water Operations [650-5710]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	770,693	827,892	915,632	848,624	1,180,533
41270 SALARIES - PART-TIME	5,054	-	-		
41271 SALARIES - PART-TIME TEMP	-	633	-		
41320 SALARIES - OTHER PAYOUT	17,705	12,357	16,630	31,555	29,120
41490 OVERTIME - GENERAL	81,100	69,418	76,405	96,776	84,971
41560 UNEMPLOYMENT INSURANCE	1,934	4,123	3,227	3,066	-
41620 RETIREMENT - GENERAL	112,321	154,763	192,453	165,954	236,460
41690 DEFERRED COMPENSATION	9,156	9,121	6,055	9,562	11,109
41700 GROUP INSURANCE	106,264	119,843	143,840	143,494	196,450
41701 MEDICARE	11,613	11,556	14,626	12,267	18,800
41730 INCOME PROTECTION INS	9,464	10,802	11,769	11,204	14,924
41760 WORKERS COMP	71,084	51,508	58,538	67,335	46,906
41799 BENEFITS	1,769	1,832	1,776	1,906	1,948
41800 UNIFORM	8,503	13,089	9,350	10,592	12,675
41900 CONTRACT LABOR	10,993	13,286	-	9,810	
Salaries Total	1,217,652	1,300,222	1,450,301	1,412,145	1,833,896
42205 TAXES	1,504,943	1,702,661	1,788,400	1,886,000	2,100,000
42208 ELECTRIC	734,243	698,074	742,125	722,575	750,000
42210 WATER/SEWER	-	109	-	534	-
42214 TELEPHONE	11,326	8,280	12,235	8,596	9,000
42228 GASOLINE & OIL	23,049	28,176	25,350	28,970	41,000
42230 SPECIAL COUNSEL	222,748	214,892	124,855	147,117	100,000
42231 CONTRACT SERVICES	715,285	727,678	923,504	913,504	836,325
42236 BANK CARD SERVICE FEES	341	20	-	6	
42240 RENTALS - OUTSIDE	3,356	9,032	7,200		7,200
42242 CORP YARD COSTS	2,117	-	-		
42244 STATIONERY & OFFICE SUPPLIES	4,609	5,794	4,835	5,031	6,500
42245 COMPUTER HARDWARE-NON CAPITAL	1,653	1,524	6,500	4,672	7,695
42246 COMPUTER SOFTWARE-NON CAPITAL	1,298	2,642	4,000	2,525	4,800
42248 OTHER SUPPLIES	141,323	170,338	129,411	154,667	135,350
42250 ADVERTISING	2,416	974	1,195	150	2,000
42252 PHOTOCOPYING	-	-	-		3,000
42254 POSTAGE & FREIGHT	759	644	3,250	900	4,950
42257 PRINTING	1,217	5,286	3,500	2,700	1,000
42261 AUTO MILEAGE	60	9	-		
42273 WATER/SEWER MAINTENANCE SVS	32,612	28,773	109,000	64,750	79,000
42281 SMALL TOOLS	2,253	9,077	3,700	3,700	5,000
42299 OTHER EXPENSE	23,004	19,269	20,150	17,000	23,300
42408 TRAINING & EDUCATION	5,244	14,814	10,400	15,073	15,700
42415 CONFERENCE & MEETINGS	2,552	4,580	3,460	4,325	4,300
42423 MEMBERSHIP & DUES	3,724	5,103	4,450	7,384	7,810
42435 SUBSCRIPTION & PUBLICATIONS	95	972	150	1,200	500
42523 MAINT - MACHINE/EQUIPMENT	8,690	2,161	6,780	12,389	10,425
42526 MAINT - AUTO/TRUCKS	20,898	24,102	16,810	26,250	28,235
42531 MAINT - FURNITURE/OFFICE EQUIP	79	-	-	454	
42550 FLEET REPLACEMENT CHARGES	90,364	-	-	-	-
42999 REIMBURSEMENT AGREEMENT	-	-	27,843	25,576	-
42601 DEPRECIATION EXPENSE	486,214	-	-		
Supplies Total	4,046,473	3,684,984	3,979,103	4,056,048	4,183,090

Water Operations [650-5710]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
43820 OTHER IMPROVEMENTS	-	-	-		
43825 MACHINERY/EQUIPMENT	-	39,449	21,500	18,673	12,500
43830 AUTO/TRUCKS	-	-	15,000	17,776	12,500
43835 FURNITURE/OFFICE EQUIPMENT	-	-	-		
43840 COMPUTER EQUIPMENT	-	-	6,000	6,000	3,000
43845 COMPUTER SOFTWARE	-	1,765	2,493	2,493	4,500
43897 METERS	-	-	-		399,300
Capital Total	-	41,214	44,993	44,942	431,800
44990 PRINCIPAL	-	275,516	284,424	284,430	293,480
44991 INTEREST	332,663	258,105	246,796	246,791	234,951
44994 LEASE PAYMENTS	886	1,121	-		
44995 SERVICE FEES	4,584	4,255	-		
Debt Total	338,133	538,996	531,220	531,221	528,431
45003 GENERAL LIABILITY INSURANCE	22,636	63,296	53,936	53,936	86,270
45004 BUILDING MAINT - CURRENT SERVICES	33,224	31,095	64,795	64,795	69,825
45005 BUILDING MAINT - FUTURE REPLACEME	-	-	17,896	17,896	2,575
45006 FLEET REPLACEMENT	-	35,954	57,156	57,156	27,213
45009 INFO SYSTEM SERVICES	5,091	5,168	5,993	5,993	10,850
45010 GF ADMIN	226,085	225,773	333,126	333,126	388,199
ISF Total	287,036	361,287	532,902	532,902	584,932
49201 TRANSFER OUT-202 (STREET MAINTEN/	400,000	400,000	400,000	400,000	400,000
49210 TRANSFER OUT-010 (GENERAL FUND)	20,000	20,000	20,600	20,600	21,218
49214 TRANSFER OUT-207 (GENL PLAN UPDAT	-	10,000	10,000	10,000	10,000
49222 TRANSFER OUT-346 (PUBLIC FACILITIES	-	-	-	-	
49275 TRANSFER OUT-652 (WATER RATE STAI	-	700,000	400,000	400,000	172,771
49273 TRANSFER OUT-653 (WATER REPLACE)					1,581,646
49277 TRANSFER OUT-651 (WATER IMPACT)	-	-	-	-	
Transfer Total	420,000	1,130,000	830,600	830,600	2,185,635
Water Operations Total	6,309,294	7,056,702	7,369,119	7,407,858	9,747,784

Meter Reading and Repair [650-5720]

Meter Reading and Repair is combined with Water Operations effective FY 2007/08.

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Water Conservation [650-5760]

ACTIVITY DESCRIPTION

The Water Conservation Program develops and implements water conservation programs.

FY 2006/07 HIGHLIGHTS

- Researched retrofit at resale ordinance and developed alternative program approach.
- Proceeded with design of Courthouse Demonstration Plaza
- Implemented a turf replacement rebate program
- Promoted water conservation in the community through the sharing of literature, newspaper and newsletter articles, direct targeted solicitations, and schoolbook covers
- Began measuring landscapes throughout the community

FY 2007/08 WORKPLAN

- Oversee the design and construction of the Courthouse Demonstration Plaza

FY 2007/08 ACTIVITY GOALS

- Coordinate with the Santa Clara Valley Water District in promoting water conservation to both residents and businesses
- Proceed with developing a water conserving rate structure for landscape accounts
- Enhance water conservation awareness in the community by communicating directly with residents, school children, and local businesses

FINANCIAL COMMENTS

Given the City's recent challenges in meeting the community's water demands, it is appropriate to enhance the City's water conservation programs. This budget maintains an enhanced level of resources for this activity. It is assumed that the cooperative funding program with the Water District will be extended in the new fiscal year.

PERFORMANCE MEASURES

Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Cooperative projects with Santa Clara Valley Water District to reduce water consumption	Goal		5		5
	Projected or Actual	2	5	5	
Gallons of water produced daily per person and employee (calendar year)	Goal		137		130
	Projected or Actual	142	137	135	

* Calendar year measure

Water Conservation [650-5760]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	29,139	33,389	38,356	39,441	36,114
41270 SALARIES - PART-TIME	3,197	1,902	-		
41271 SALARIES - PART-TIME TEMP	-	2,382	14,000	14,000	14,000
41320 SALARIES - OTHER PAYOUT	866	1,572	2,000	2,000	2,000
41490 OVERTIME - GENERAL	195	-	2,000		
41560 UNEMPLOYMENT INSURANCE	60	126	98	210	-
41620 RETIREMENT - GENERAL	2,856	5,257	6,141	5,732	5,113
41690 DEFERRED COMPENSATION	1,513	1,590	1,596	1,620	1,665
41700 GROUP INSURANCE	2,164	2,661	2,714	2,933	2,160
41701 MEDICARE	449	560	817	596	758
41730 INCOME PROTECTION INS	434	520	444	527	399
41760 WORKERS COMP	1,349	1,277	3,060	1,870	887
41799 BENEFITS	-	156	-	156	150
Salaries Total	42,222	51,391	71,226	69,085	63,246
42214 TELEPHONE	32	35	40	40	40
42231 CONTRACT SERVICES	3,276	5,198	15,000	15,000	15,000
42248 OTHER SUPPLIES	60	555	400	200	200
42250 ADVERTISING	207	626	-		
42254 POSTAGE & FREIGHT	907	138	1,200	1,200	1,200
42257 PRINTING	948	-	2,000	1,200	1,200
42261 AUTO MILEAGE	-	-	75	75	75
42299 OTHER EXPENSE	62	1,039	100,000	50,000	50,000
42408 TRAINING & EDUCATION	-	25	50	75	75
42415 CONFERENCE & MEETINGS	366	1,436	500	500	500
42423 MEMBERSHIP & DUES	-	200	-		
Supplies Total	5,858	9,252	119,265	68,290	68,290
45003 GENERAL LIABILITY INSURANCE	157	157	127	127	190
45010 GF ADMIN	1,026	1,025	11,348	11,348	11,836
ISF Total	1,183	1,182	11,475	11,475	12,026
Water Conservation Total	49,263	61,826	201,966	148,850	143,562

CIP Administration [745-8280]

ACTIVITY DESCRIPTION

The Public Works Capital Improvement Program Division implements the annual capital improvements program. The division produces bid documents (plans, specifications, cost estimates) for capital projects with a combination of in-house and consultant staff. In addition, through the use of in-house and contract support, the Division provides inspection services for CIP projects. The Division is augmented by consultants as needed on technical specialty work or time-constrained projects.

The project support costs aggregated into this Division include:

- Personnel - For in-house engineering, design and inspection staff
- Supplies and Services – Consultant Services, printing, training and other related costs
- Capital Outlay - Special equipment, computers, vehicles and furniture to accommodate the staff implementing the project

FY 2006/07 HIGHLIGHTS

- Completed construction on Centennial Recreation Center
- Started and completed construction of new Library
- Completed Tennant Avenue widening project
- Completed Depot Street Reconstruction project
- Completed design and preparation of bid documents for Outdoor Sports Center
- Completed Coyote Creek Connection bike route project
- Completed pavement rehabilitation project city-wide
- Started construction on Depot St. parking lot addition
- Completed construction on the Llagas Creek Wildlife trail
- Completed Project Report/Project Study Report (PR/PSR) for Tennant Ave/Highway 101 Interchange project
- Continued with efforts to site new municipal well
- Completed the Galvan Park backstop and restroom project
- Completed alignment study for the Butterfield Blvd. south extension
- Completed Phase I of the Community Park upgrade
- Completed design of trunk sewer project and began construction
- Participated in the South County Circulation study

FY 2007/08 WORKPLAN

- Complete Trunk Sewer project
- Complete Third Street utility undergrounding project
- Complete W. Little Llagas Creek Wildlife Trail Phase III project
- Complete Outdoor Sports Center Phase I project
- Complete Monterey Rd/Main Avenue intersection project

CIP Administration [745-8280]

FY 2007/08 ACTIVITY GOALS

- Begin implementation of five-year RDA CIP program. Assemble necessary resources for implementation
- Pursue grant funding for the Butterfield Blvd. south extension project
- Acquire all permits for the construction of the Tilton Avenue/Monterey Rd. intersection safety improvement project
- Complete construction of Courthouse Plaza Phase I project
- Complete design for Development Services Center
- Complete a sewer replacement project as part of an on-going sewer upgrade program in conformance with the Sewer Master Plan
- Complete construction of Phase I trunk sewer line in Monterey Rd
- Complete pavement rehabilitation project
- Construct new water well and put into production
- Complete downtown traffic calming project (bulb-outs at Dunne intersection)
- Prepare and submit all necessary documentation for complying with Third Street Promenade Metropolitan Transportation Commission (MTC) grant
- Provide inspection services for CIP projects to ensure compliance with City standards and specifications
- Ongoing review of CIP procedures with the goal of maintaining industry standards, accuracy of bid documents, and construction of reliable infrastructure

FINANCIAL COMMENTS

With over \$13.2 million of new RDA funds in the FY 2007/08 CIP and \$100 million in the five-year CIP, it will be necessary to ramp up the resources required to deliver the projects identified in the RDA plan. Given the large RDA program it is anticipated that additional full-time staff or full-time contract engineering will be added. The City normally uses consultant engineering services to supplement staff on the larger or more technically complex projects and for special inspection needs.

The CIP program for FY 2007/08 will address City needs in the areas of water, sewer, storm drain, streets, parks, and public facilities

The variety of projects will be funded from revenues received from development impact fees, water and sewer service charges, redevelopment funds, and grants.

CIP Administration [745-8280]

PERFORMANCE MEASURES

Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Number of Engineering Division hours worked on all CIP projects	Goal		6,980		7,000
	Projected or Actual	6,800	6,909	7,550	
Number of CIP projects awarded	Goal		13		10
	Projected or Actual	13	16	7	
Percent of CIP projects completed within Council approved contingency (original scope only)	Goal		100.0%		100.0%
	Projected or Actual	80.0%	90.0%	100.0%	
Hours spent inspecting public improvements	Goal		1,984		2,200
	Projected or Actual	2,062	1,683	2,274	

* Original Scope Only

CIP Administration [745-8280]

	04/05 Actuals	05/06 Actuals	06/07 Current Budget	06/07 Estimated Year-End	07/08 Proposed Budget
41100 SALARIES - GENERAL	554,937	672,883	729,427	726,978	705,409
41271 SALARIES - PART-TIME TEMP	-	-	-	600	800
41320 SALARIES - OTHER PAYOUT	11,054	9,291	11,500	19,100	21,100
41490 OVERTIME - GENERAL	8,277	6,939	9,600	14,500	14,500
41560 UNEMPLOYMENT INSURANCE	1,291	2,550	1,996	2,070	-
41620 RETIREMENT - GENERAL	73,223	119,265	142,451	131,476	128,521
41690 DEFERRED COMPENSATION	10,517	12,138	11,366	13,104	13,091
41700 GROUP INSURANCE	49,227	60,638	71,032	71,765	61,564
41701 MEDICARE	7,473	9,133	10,883	9,896	10,799
41730 INCOME PROTECTION INS	6,598	8,716	8,767	9,146	8,269
41760 WORKERS COMP	31,716	26,824	31,247	38,396	18,511
41799 BENEFITS	2,252	2,823	2,220	3,124	2,981
41800 UNIFORM	212	1,244	980	494	980
41900 CONTRACT LABOR	168,940	19,359	21,000	5,091	18,200
Salaries Total	925,717	951,802	1,052,469	1,045,740	1,004,725
42208 ELECTRIC	-	-	100	100	100
42214 TELEPHONE	4,642	5,818	5,500	5,500	5,600
42228 GASOLINE & OIL	-	1,024	1,600	1,600	1,750
42231 CONTRACT SERVICES	80,371	128,010	195,438	170,000	122,220
42244 STATIONERY & OFFICE SUPPLIES	16,903	10,664	12,500	12,400	11,600
42245 COMPUTER HARDWARE-NON CAPITAL	1,950	822	4,500	4,500	4,700
42246 COMPUTER SOFTWARE-NON CAPITAL	2,094	883	3,600	3,600	3,800
42248 OTHER SUPPLIES	8,281	8,859	8,700	8,600	8,700
42250 ADVERTISING	2,334	1,025	1,100	950	1,100
42252 PHOTOCOPYING	23	26	200	100	200
42254 POSTAGE & FREIGHT	4,022	2,417	3,050	2,950	3,050
42257 PRINTING	2,534	2,341	1,900	2,150	2,300
42261 AUTO MILEAGE	41	1,406	750	940	1,450
42299 OTHER EXPENSE	312	467	1,160	1,160	1,350
42408 TRAINING & EDUCATION	2,766	4,625	4,450	4,440	4,750
42415 CONFERENCE & MEETINGS	1,043	1,103	1,700	1,700	1,800
42423 MEMBERSHIP & DUES	240	381	350	350	350
42435 SUBSCRIPTION & PUBLICATIONS	18	374	550	540	550
42510 MAINT - BLDGS/IMPROVEMENTS	119	166	200	200	200
42523 MAINT - MACHINE/EQUIPMENT	64	-	200	200	200
42526 MAINT - AUTO/TRUCKS	1,917	1,458	1,800	1,800	2,600
42531 MAINT - FURNITURE/OFFICE EQUIP	-	125	200	200	200
42601 DEPRECIATION EXPENSE	2,211	-	-	-	-
Supplies Total	131,886	171,993	249,548	223,980	178,570

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